

LA County Local Small Business Enterprise (LSBE)

Certification Instructions

Step 1: Go to <http://camisvr.co.la.ca.us/webven> and login to your County WEBVEN profile with your assigned Vendor ID and Pin number. Proceed as follows:

***If you see the following message upon login “Our records indicate you have activated the Los Angeles County’s Vendor Self Service (VSS) Account...” continue to Step 2.**

***If you do not see the message in red as shown above, go to Step 5.**

Step 2: Click on **please [CLICK HERE](#)** to access and login to VSS account

Step 3: Login to your VSS profile with your User ID and Password

Step 4: Scroll down to Vendor Information and Click on the [Edit Vendor Information](#) Link

Step 5: Click on [Change Vendor Registration Information](#)

Step 6: Scroll to the bottom of page and click on [Add Certification](#), located next to [LSBE Certification Information](#).

Step 7: Fill in the required information from your State of California SBE Certification letter:

- State of CA-OSDC Reference Number (Supplier ID Number)
- Start Date (mm-dd-yyyy)
- Expire Date (mm-dd-yyyy)

Step 7 continued: Fill in the additional required business information and check off the authorization boxes:

- Address Line:
- City:
- Zip:
- Authorized Name:
 - ☐ Attestation Confirmation
 - ☐ *I hereby certify and attest, under penalty of perjury, that my principle place of business, as defined above, is and has been located within the County of Los Angeles for at least the past 12 months*

Step 8: Click on [Submit](#)

Step 9: Scroll to the top of page and click on [FINISH](#). YOU ARE DONE!!

If you do not receive a confirmation email within 5 business days, contact our office at (323) 881-3964.